

To: UNCG Faculty and Teaching Assistants
From: Cathy Griffith, Head, Access Services, University Libraries
RE: Course Reserves for Summer 2020

With the announcement that all summer courses will be online and the uncertainty as to when the Libraries will reopen, I am reaching out with specific information regarding course reserves for summer. Information regarding fall reserves will be provided at another time.

Presently, library staff are working mostly from home with only a few hours per week of access to Jackson Library for a limited number of essential staff to perform essential tasks. At this time, we can accept requests only for [eReserve](#) readings and under these conditions:

- We can most likely place on eReserve, and can do so working from home, readings that you have had on eReserve previously and new readings that you send to us in PDF format and for which you provide complete citations.
- We will do our best to scan and supply readings that you have not had on eReserve before and for which the sources are housed in Jackson Library.
- To help us deliver readings to your students on time, we ask that you limit requests for new readings to those required and that you provide for us the date on which each reading is assigned. Otherwise, requests will be prioritized on a first come, first serve basis, and we will attempt to scan them after those identified as needed for each week are supplied.

The sooner we receive your requests, the more likely that they will be available in time for your students to use them.

- If you simply wish to renew a course that is presently on reserve, please email reserves@uncg.edu. Please tell us which current course(s) to renew and give us the corresponding course prefix, number and section numbers for the summer course(s).
- To submit other reserve requests use our [online form](#) or email reserves@uncg.edu. Please be sure to include the course prefix, number and section numbers, and, for any new readings, the complete citation information and date assigned. If using the online form, enter the date assigned in the comments box at the bottom. PDF files can be uploaded to the online form or sent as email attachments.

eReserve readings are stored in the UNCG Box Drive in accessible PDF format and delivered to students via Canvas. As the first readings for each course are ready, we will email you the embed codes needed to insert them into your Canvas courses; [instructions](#) will be attached. Additional embed codes are not required as additional readings are placed into the Box files.

Also suggested:

- Please keep in mind that other online library services and support are available. Visit go.uncg.edu/libraryresources to learn about them. They include free resources that publishers are making available for a limited time and librarians for every subject who can meet with you or your class online.
- If you are looking for films, please visit our [Streaming Media LibGuide](#) where thousands of films for class use can be found.
- eTextbooks for summer courses for which the Libraries can provide unlimited user access are in the process of being identified and will be listed on the Summer 2020 tab on the [Course Adopted Text LibGuide](#) when available. Additionally, we offer hundreds of thousands of e-books that may be linked from your course syllabus. To learn more, please visit our [e-book guide](#).

If you have questions or want to discuss your course reserve needs, I encourage you to contact the us at reserves@uncg.edu. This email account is monitored multiple times per day.

Best of luck as we venture further into these unprecedented times. We hope to see you all back on campus soon!